



**District of Columbia
Department of
Housing and
Community
Development**

801 North Capitol Street, NE
Washington, D.C. 20002

(202) 442-7200
(202) 442-7079 Fax

www.dhcd.dc.gov

Anthony A. Williams
Mayor

Eric Price
*Deputy Mayor for Planning
and Economic Development*

Stanley Jackson
*Director, Department of Housing
and Community Development*

Robert L. Trent
Chief of Staff

Lawrence C. Cager, Jr.
*Deputy Director for Development
Finance*

REQUEST FOR PROPOSALS

*Housing Production Trust Fund
HOME Investment Partnerships
Program (HOME)
Community Development Block
Grants (CDBG)
Low Income Housing Tax Credits
(LIHTC)*

Issue Date: June 6, 2003

Closing Date: July 31, 2003



*The District Department of Housing and Community
Development pledges to foster the letter and spirit of the
law for achieving equal housing opportunity in the District
of Columbia.*

REQUEST FOR PROPOSALS

Housing Production Trust Fund (HPTF) HOME Investment Partnership Program (HOME) Community Development Block Grants (CDBG) Low Income Housing Tax Credits (LIHTC)

Table of Contents

Table of Contents	1
Synopsis	2
I. Introduction.....	3
II. Available Programs and Funding Sources	4
III. General Program Requirements.....	4
1. Income Limits	5-6
2. Target Areas and Neighborhood Revitalization Strategic Areas	6
3. Federal Low Income Housing Tax Credits	7
4. Project Types, Priorities and Uses of Funds	7-8
5. Types of Investment.....	8
6. Monitoring Requirements	8
IV. Eligibility Guidelines	9
V. Eligibility Requirements - Summary.....	9
VI. Evaluation Criteria for Scoring - Summary	9-10
VII. Timing of Awards and Underwriting.....	10-11
VIII. Application Guidelines.....	11
1. Applying for Multiple Projects	11
2. Application Submission	11
3. Project Award Provisions.....	12
IX. Outreach Meetings and Pre-Proposal Conference	12
X. Application Components.....	12-13
Appendices	
Appendix A – Basic Eligibility Requirements.....	A-1
Appendix B – Evaluation Criteria Scoring: Threshold and Final Ranking	B1-B6

Synopsis

The following synopsis is provided to give applicants quick access to essential information:

- Availability of \$35 million from HPTF, HOME, CDBG and LIHTCs.
- Soliciting applications for new construction and rehabilitation projects: housing, commercial and community facilities.
- Schedule:
 - Notice of Funding Availability published June 6, 2003
 - **Pre-Proposal Conference:** Friday, June 13th, 9:00-11:00 a.m.
 - Mount Airy Baptist Church, 1100 N. Capitol Street, N.W.
 - Outreach Meetings:
 1. Marshall Heights Community Development Organization
3939 Benning Road, N.E.
Washington, D.C. 20019
Date: June 17, 2003 Time: 6 - 8 p.m.
 2. DC Housing and Finance Agency
815 Florida Avenue, NW
Washington, D.C. 20001
Date: June 19, 2003 Time: 6 - 8 p.m.
 - **Proposals Due: On or before 4 p.m., Thursday, July 31, 2003. Deliver four copies to:** DHCD, Development Finance Division, 801 North Capitol Street, N.E.,
2nd Floor receptionist's desk, Washington, DC 20002.
 - Applications will be date and time-stamped and receipts will be issued.
 - **No applications will be accepted after the filing deadline.**
 - Announcement of Selection for Underwriting Phase: October 3, 2003.
- Application Completion: An application must be complete to receive consideration, or it will be rejected. This includes, but is not limited to, the following:
 - **Documentation fully demonstrating compliance with the Basic Eligibility Requirements (RFP, Appendix A) at the time of application on July 31, 2003, must be submitted with the application in order to receive further consideration.**
 - **An individual authorized to obligate your organization must sign the Form 202 Application Summary Sheet. Unsigned applications will not be accepted. The Certification documents, including Contract Affidavit, Qualifications statements, and Monitoring Certification Forms (all in "Exhibits" of the Application Submission Package) must also be signed.**
- Screening of proposals for the Basic Eligibility Requirements (**Appendix A**) will be done by DHCD. The evaluation and scoring (**Appendix B**) of proposals will be conducted by an Independent Review Team. The Review Panel will make recommendations to the Department on applications to be considered for funding. The Department will make the final decision on applications to receive funding.

REQUEST FOR PROPOSALS

Housing Production Trust Fund (HPTF) HOME Investment Partnership Program (HOME) Community Development Block Grants (CDBG) Low Income Housing Tax Credits (LIHTC)

I. Introduction

The District of Columbia Department of Housing and Community Development (DHCD or “Department”) requests proposals in conjunction with the June 13, 2003 published announcement of the availability of \$35 million to finance the development of affordable housing and community facilities:

- \$25 million in funding under the District’s Housing Production Trust Fund (HPTF or “Fund”);
- \$8.5 million in federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds; and
- \$1.5 million in federal Low Income Housing Tax Credits (LIHTC) allocation.

Through this Request for Proposals (RFP), DHCD is soliciting applications for funding for projects that will help the Department fulfill its two goals of:

- Increasing the supply of decent, affordable rental and ownership housing through preservation, rehabilitation and assistance for new construction; and
- Supporting neighborhood revitalization and economic opportunities.

Proposals for funding may be submitted to DHCD for a specific funding source, or applicants may leave the choice of funding source up to DHCD. DHCD reserves the right to substitute one funding source for another in situations where the Department determines that doing so would maximize the public benefit to be derived without negatively impacting the development project.

Copies of applicable regulations are available upon request. In order to submit a fully competitive proposal and maximize the scoring potential of the application, all application filing requirements must be closely followed and all information requested in the application should be responded to completely. Applications must be received at DHCD on or before 4 p.m., July 31, 2003. Applications must be delivered to the DHCD, Development Finance Division, 2nd Floor receptionist’s desk, 801 North Capitol Street, N.E., Washington, DC 20002. A time/date clock stamp will be used and receipts will be issued at the time of submission.

No applications will be accepted after the filing deadline.

The complete RFP package for those applicants not interested in applying for LIHTC contains the following documents:

1. RFP Text with Appendices A and B (this document)
2. RFP Reference Guidebook – bound separately; and
3. DFD Financing Application Submission Package (Instructions, Application Forms, and Exhibits)

For those interested in applying for LIHTC, the following additional documents are available:

The LIHTC application forms are part of the DFD Financing Application.

4. Qualified Allocation Plan
5. LIHTC Program Guide
6. Compliance Manual

II. Available Programs and Funding Sources

Applicants may submit proposals for the DHCD financing programs identified in the RFP Reference Guidebook. **Where multiple funding sources (e.g., HPTF, HOME, etc.) are eligible sources for the proposed activity, applicants may specify the funding source(s) they prefer. DHCD reserves the right to allocate sources as it deems appropriate.**

III. General Program Requirements

Income limits and related maximum rents are key requirements related to those residents that the Department serves. Income limits are identified below. Maximum rents are determined by Fair Market Rents (FMR) and by funding source regulations. The RFP Reference Guidebook contains the FMR. The regulations can be accessed as follows:

- HPTF: The RFP Reference Guidebook
- CDBG/HOME: on the web at www.hud.gov¹; and hardcopy²
- LIHTC: Section 42 of the IRS Code of 1986: www.irs.gov

1. Income Limits: CDBG and HOME funds must benefit low-income³ individuals and households with incomes of up to 80 percent of the area median income (AMI), as defined by the U.S. Department of Housing and Urban Development (HUD). In FY 2003, this figure was \$56,500 for a four-person household. The D.C. Metropolitan area median income in FY 2003 was \$84,800.) See Table 1 for the HUD income limits for all household sizes. For income limits for LIHTCs, see the RFP Reference Guidebook.

¹ www.hud.gov; Resources/Handbooks-forms/HUD handbooks, etc./HUDCLIPS/Shortcuts/Code of Federal Regulations; CDBG is Title 24, Part 570; HOME is Title 24, Part 92.

² Call the Superintendent of Documents Office, Government Printing Office, 202-512-1800.

³ The CDBG programs uses the terms “low” and “moderate” income, while all other HUD programs use the terms “very low” and “low” income to describe the same population. For consistency’s sake, this RFP uses the terms “very low” and “low”. Unless otherwise specified, “low income” means an income of up to 80 percent of the area median income.

⁵ Pending the receipt of sufficient viable applications to achieve this level of award.

Table 1: CDBG Income Limits (2003)

Household size	1	2	3	4
Maximum income	\$39,550	\$45,200	\$50,850	\$56,500
Household size	5	6	7	8
Maximum income	\$61,000	\$65,550	\$70,050	\$74,600

Alternately, a CDBG-funded project must benefit a low-income community (an area in which at least 51 percent of the residents are low-income, and the activity will benefit them primarily), or a limited clientele (e.g., homeless persons) that is presumed to be primarily low-income.

HOME funds also may benefit households with incomes of up to 80 percent of the area median income, as shown in Table 2. HOME regulations specify that 90 percent of the total households assisted through the rental program have incomes that do not exceed 60 percent of the area median income. The balance of the rental units must assist tenants with incomes that do not exceed 80 percent of the area median income. In addition, in projects of five or more HOME-assisted units, families who have annual incomes that are 50 percent or less of the median income must occupy at least 20 percent of the HOME-assisted rental units.

The relevant income limits are shown in Table 2.

Table 2: HOME Income Limits (2003)

Household size	1	2	3	4
Maximum income – 80%	\$39,550	\$45,200	\$50,850	\$56,500
Maximum income – 60%	36,540	41,760	46,980	52,200
Maximum income – 50%	30,450	34,800	39,150	43,500
Household size	5	6	7	8
Maximum income – 80%	\$61,000	\$65,550	\$70,050	\$74,600
Maximum income – 60%	56,400	60,540	64,740	68,880
Maximum income – 50%	47,000	50,450	53,950	57,400

The HPTF income eligibility limits, unlike the CDBG and HOME Program income eligibility limits, are calculated against a true percentage of the four-person Area Median Income (AMI) published by HUD, without the adjustments that HUD makes. Eighty percent of median income is calculated as a true 80 percent of the FY 2003 AMI of \$84,800, 50 percent of median income is calculated as a true 50 percent of \$84,800, and so on. DHCD further adjusts the income limits for household size by increasing or decreasing the four-person household income limit by 10 percent for each additional (or fewer) person in the household. Therefore, the income limit for a two-person household is 80 percent of the four-person household limit, while the limit for a six-person household is 120 percent of the four-person household limit. See Table 3.

The above income limits in Tables 1, 2 and 3 are in effect for the remainder of Fiscal Year 2003 (through September 2003). HUD will publish the new AMI, generally in the following Spring. Applicants' projects must meet whatever income limits are in effect at the time of funding, and must subsequently adjust income and rent limits to maintain ongoing compliance with program regulations as new limits are published.

Table 3: HPTF Income Limits (2003)

Household size	1	2	3	4
Maximum income – 80%	\$47,488	\$54,272	\$61,056	\$67,840
Maximum income – 50%	29,680	33,920	38,160	42,400
Maximum income – 30%	17,808	20,352	22,896	25,440
Household size	5	6	7	8
Maximum income – 80%	\$74,624	\$81,408	\$88,192	\$94,976
Maximum income – 50%	46,640	50,880	55,120	59,360
Maximum income – 30%	27,984	30,528	33,072	35,616

Note that the Housing Act of 2002 requires:

- At least 40 percent of HPTF monies disbursed in a given fiscal year benefit extremely low-income households – those at 0-30 percent of the area median income;
- At least 40 percent of HPTF monies disbursed in a given fiscal year must benefit very low-income households – those at 31-50 percent of the area median income; and
- The remainder of HPTF can benefit low-income households – those at 51-80 percent of the area median income.

2. Strategic Neighborhood Investment Areas and Neighborhood Revitalization Strategy Areas:

Although DHCD will accept proposals for eligible projects throughout the city, the Department will concentrate 65 percent⁵ of our funding in 13 areas that the Mayor has designated as strategic neighborhood investment areas, as well as the two Neighborhood Revitalization Strategy Areas (NRSAs). DHCD encourages the submission of proposals for development of projects within the HUD designated NRSA to assist DHCD in meeting its requirements of job creation and housing development. DHCD requested the NRSA designations to address economic development needs of these areas. The strategic neighborhood investment areas are:

- Anacostia
- Bellevue
- Columbia Heights
- Congress Heights
- Georgia Avenue, N.W.
- H Street, N.E.
- Howard University / LeDroit Park
- Minnesota / Benning
- Near Southeast
- Pennsylvania Avenue / Fairlawn
- Shaw
- Takoma Park
- Trinidad / Ivy City

The NRSAs are:

- Georgia Avenue, N.W.⁶
- Carver/Langston Terrace-Ivy City-Trinidad⁷

A map for each area is provided in the RFP Reference Guidebook.

3. Federal Low Income Housing Tax Credits: A summary of the LIHTC Program is contained in the RFP Reference Guidebook. The LIHTC Program Guide and the Qualified Allocation

⁶ Georgia Avenue, NW, has a dual designation as both an NRSA and a Strategic Neighborhood Area with the same boundaries.

⁷ This NSRA has different boundaries than the Trinidad / Ivy City Strategic Neighborhood Area. See the RFP Reference Guidebook.

Plan are provided separately.

4. Project Types, Priorities and Uses of Funds: The funding sources may be used for a variety of projects. The most common eligible project types include:

- Preservation of Expiring, Federally Subsidized, Affordable Rental Housing
- Special Needs Housing
- Elderly Housing
- New Construction of Affordable Rental or For-Sale Housing
- Substantial Rehabilitation of Affordable Rental or For-Sale Housing
- Community Facilities

Residential projects must contain five (5) or more units to be eligible for funding. All housing assisted under this RFP must meet the federal and local housing codes and the appropriate income guidelines for beneficiaries.

4.1 Priorities: Although the above projects are eligible, DHCD will give priority to certain types of projects:

- Projects in one of the 13 strategic neighborhood investment areas and the two NRSAs.
- Preservation of affordable housing opportunities for very low- and extremely low-income households in buildings with expiring federal subsidies.
- Homeownership projects
- Affordable rental housing development for extremely low-income households.
- Commercial and community facilities that serve low-income communities.
- Façade projects and commercial/retail building development in strategic investment areas or that leverage resources committed through the ReStore DC initiative.

DHCD's resources are anticipated to be allocated to meet the stated priorities. The distribution of available funding for these priorities is shown in Table 4.

Table 4: Proposed DHCD FY 2004 Spending Plan

Type of Project	HPTF	CDBG/HOME	LIHTC
Elderly	\$ 4 million	\$1.0 million	\$.5 million
Special Needs	\$ 4 million	\$.5 million	\$.25million
Preservation of Exp. Fed. Subs.	\$ 7 million	\$1.5 million	-
Rehab/New Construction (Rental)	\$ 5 million	\$2.0 million	\$.75 million
Homeownership	\$ 5 million	\$2.0 million	-
Community Facilities	-	\$1.5 million	-
Total	\$25 million	\$8.5 million	\$ 1.5 million

4.2 Types and Uses of Financing, and Eligible Costs: Financing may be used for virtually any development finance purpose including, but not limited to:

- Acquisition
- Construction financing
- Interim financing
- Permanent financing
- Eligible predevelopment costs
- Eligible hard and soft costs

Financing may not be used for:

- Project-based rental assistance to tenants
- Tenant-based rental assistance to tenants
- Down payment assistance
- Security or utility deposits
- Developer's Fees
- Social services
- Capacity building
- Tax liabilities nor any other District or federal obligations
- Operating and maintenance expenses

5. Types of Investment: DHCD may provide investment in projects in the forms of loans and grants. DHCD will have the sole discretion to determine the type of investment it will make in a project.

6. Monitoring Requirements. In accordance with Federal and District regulations, DHCD is required to monitor the use of the funds distributed under this RFP. Applicants receiving financial assistance from DHCD for projects could be subject to any and/or all of the following:

Table 5: Monitoring Elements, Guidelines and/or Requirements

<ul style="list-style-type: none"> • Community Development Block Grant (CDBG), including all applicable Office of Management and Budget (OMB) Circulars, such as A-110, A-122, and A-133 • HOME Investment Partnerships Program (including long-term affordability requirements) • Housing Production Trust Fund regulations (including continuous affordability requirements) • Environmental Reviews - 24 CFR Part 85 • Affirmative Action Program (Local Small Disadvantaged Business Enterprises – Mayor's Order 85-85) • Section 3 - (24 CFR Part 135) 	<ul style="list-style-type: none"> • First Source Employment Agreements • Registration with DC Apprenticeship Council • American with Disabilities Act of 1990 • Lead Safe Housing Rule (Lead Based Paint) • Section 504 of Rehabilitation Act of 1973, as amended • Uniform Relocation Act or District of Columbia Relocation Assistance provisions (10 DCMR Chapter 22) • Freedom of Information Act • Davis Bacon and related Acts • Conflict of Interest (24 CFR § 570.611 and 24 CFR §§ 84.42 and 85.36) • Fair Housing (24 CFR Part 14 et. al) • LIHTC (§ 42 of IRS Code of 1986)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DHCD requires each applicant to sign a Monitoring Certification indicating the agreement to comply with the regulations, to be subject to DHCD monitoring for compliance and to accept any applicable penalties for noncompliance. The applicant is responsible for any and all costs associated with implementing and maintaining records to comply with and allow for DHCD monitoring. The Monitoring Certification Form is included in the application.

IV. Eligibility Guidelines

To be eligible for funding, applicants and proposals must meet the following four criteria:

1. Nonprofit organizations and for-profit developers may apply for funding.
2. Project clients/beneficiaries must reside in the District and must meet the appropriate income levels as described on pages 5 and 6.
3. Project activities must meet the eligibility requirements of the funding source through which they receive financing. See the RFP Reference Guidebook.
4. Projects must meet the Basic Eligibility Requirements shown in Section V below to be accepted for evaluation.

V. Eligibility Requirements - Summary

Applicants must submit documentation that fully demonstrates their compliance with the basic eligibility requirements shown below in Table 6, at the time of application. This constitutes the initial screening process. Any applications lacking such documentation will be returned to the applicant without further consideration. See **Appendix A** for details of the **Basic Eligibility Requirements**.

Table 6: Basic Eligibility Requirements

All must be met at time of initial application	
1. Site control	yes/no
2. Basic regulatory eligibility.....	yes/no
3. Good standing.....	yes/no
4. Creditworthiness	yes/no
5. Readiness to proceed	yes/no
6. Completeness of application.....	yes/no

VI. Evaluation Criteria for Scoring - Summary

Once an application has been screened for basic eligibility, there are two tiers of criteria by which applications will be evaluated and scored:

1. **Threshold criteria.** Applications that pass the basic eligibility screening will be evaluated against the threshold criteria, to determine if the project merits further consideration. The threshold criteria examine the project's basic feasibility in terms of design, siting, financial feasibility, and development team capacity. Projects must score at least 25 of a possible 45 points to be considered for further consideration.
2. **Ranking criteria.** If an application has met the minimum threshold score of 25 points under the threshold criteria, it will be evaluated against the ranking criteria. These criteria focus on public benefit, e.g., effective use of funds, income targeting, geographic targeting, and community impact. The application must accumulate sufficient points from both the threshold criteria and the ranking criteria to be considered for funding against the amount of funds available. Applications that do not score sufficient overall points will be rejected.

Both sets of criteria and associated points are listed below in Table 7. Full detail on the point distribution is shown in **Appendix B**.

Table 7: Evaluation Criteria and Assigned Points

Threshold Criteria – applicant must score at least 25 points of the 45 point total	Maximum Points
1. Appropriate siting and design	15
2. Strong development team	15
3. Financial feasibility	<u>15</u>
	45
Ranking Criteria – 80 points total	Maximum Points
1. Economic Opportunity	25
2. Efficient use of public resources	8
3. Leveraging.....	8
4. Coordination with DCHFA or DCHA	4
5. Income targeting.....	9
6. Retention	9
7. Geographic targeting	9
8. Community impact.....	3
9. Preservation of Housing w/expiring Section 8	5
	80
Projects will be ranked/reviewed against similar type projects	
Subtotals	125
Nonprofit organizations will be awarded 5 bonus points.....	<u>+5</u>
-for significant roles. (i.e. developer, co-developer, property manager in a project.)	
Total with Bonus:	130

VII. Timing of Awards and Underwriting

DHCD anticipates the announcement of applicant selection⁸ for the Underwriting Phase on October 3, 2003. DHCD will verify each project's satisfaction of the eligibility requirements, and an Independent Review Team will score it against the threshold and ranking criteria.

⁸ The announcement of selection means that the applicant has been selected to advance to the Underwriting Phase. It does not mean that an applicant is assured of getting its request funded, which is dependent on the outcome of the Underwriting Phase.

Applicants whose projects: a) meet the eligibility requirements; b) score at least 25 points under the threshold criteria; and c) score sufficient points overall to be ranked will be recommended to DHCD for funding. DHCD will conduct the final review of applications and will select the applications for funding against the funds available. Once notified of the selection for funding, and scheduled “kick-off” meeting has been held, applicants will have 30 days to submit a complete final application. DHCD will conduct due diligence, environmental and other regulatory reviews and verify all representations made in the application, and will establish final underwriting terms including (where applicable) loan terms, interest rates, security and collateral requirements and other covenants. DHCD will make its final determination regarding underwriting within 75 - 90 days of submission of the final application. Commitments from other funding sources must be secured prior to initial loan closing. For details on the funding process, refer to the DFD Financing Application Submission Package.

Timing of Awards
after submission of proposal (7/31)

Announcement of Selection for
Underwriting Phase: 63 days
(10/3/03)

Applicant Preparation of
Final Submission:....30 days after
“kick-off and site visits have been
held

DHCD/Applicant Acceptance Letter
of Commitment:.....75 – 90 days
168-183 days

VIII. Application Guidelines

Application guidelines and requirements are identified below. Detailed guidelines and requirements are contained in the DFD Financing Application Submission Package. The application package also contains an overview of the DHCD funding process.

1. Applying for Multiple Projects: Applicants may apply for funding for more than one project. Applicants may submit one application per project or they may submit one application for multiple projects; however, if the single application is rejected, all the projects in it are rejected.

2. Application Submission: Applications must be received at DHCD on or before 4:00 PM July 31, 2003. Applications must be delivered to DHCD, Development Finance Division, 801 North Capitol Street, N.E., 2nd Floor Receptionist Desk, Washington, D.C. 20002. **Please note that no applications will be accepted after the 4:00 PM deadline. DHCD will use a time/date stamp clock to register the applications and will monitor the timeliness of applications received.**

Applicants must submit four signed copies of the application – an original, in a three ring binder (with each exhibit tabbed), and three stapled copies. DHCD will not make copies for applicants. Application documents, other than maps and drawings, must be submitted using a 12 point type size and on 8 ½ x 11 paper.

An individual authorized to obligate the applicant must sign the Application Summary Sheet. By signing the application, the authorized person is also attesting to the truthfulness of the information supplied in the application. Unsigned applications will not be accepted. The Certification documents, including Contract Affidavit, Qualifications statements, and

Monitoring Certification Forms (all in “Exhibits” of Application Submission Package) must also be signed.

3. Project Award Provisions: All awards are subject to the applicable federal and District of Columbia guidelines and regulations applying to those funds. All awards are subject to the regulatory requirements referenced, and to the availability of District of Columbia or federal funds.

IX. Outreach Meetings and Pre-Proposal Conference

A Pre-Proposal Conference will be held on **June 13, 2003, from 9:00- 11:00 AM**. The Pre-Proposal Conference will be at Mount Airy Baptist Church, 1100 North Capitol Street, N.W.

Outreach Meetings: two outreach meetings will be held:

1. Marshall Heights Community Development Corporation
3939 Benning Road, N.E.,
Washington, D.C. 20019
Date: June 17, 2003 Time: 6 - 8 p.m.
2. DC Housing and Finance Agency
815 Florida Avenue, NW
Washington, D.C. 20001
Date: June 19, 2003 Time: 6 - 8 p.m.

Please call (202) 442-7200 if you have any questions about the outreach meetings.

Questions regarding the RFP should be directed to:

E-mail address: rfpquestions@dc.gov

or

RFP Question Hotline: 202-442-7281 (voicemail)

Questions received before the Pre-Proposal Conference will be addressed at the Conference. All questions raised at the Pre-Proposal Conference will be distributed in writing/e-mail to all participants within 48 hours of receiving the transcript.

X. Application Components

The following components, in the order listed, *with all exhibits or attachments*, must be included in the application submission. All application forms (including certifications), with related guidelines and instructions, are contained in the Application Submission Package.

DFD Financing Application (Form 202)

- A. Application with Cover Page and Authorized Signatures
- B. General Information
- C. Development Team Information
- D. Community Revitalization Information
- E. Project Income (rental projects and community facilities)

- F. Project Expenses
- G. Uses of Funds
- H. Sources of Funds
- I. Low Income Housing Tax Credit (if Applicant is applying for LIHTC)
- J. Project Summary Information
- K. 20-Year Operating Proforma

Management Agent's Qualifications – Rental (Form 209)

Summary Cost Estimate (Form 212)

Exhibits (with attached forms) and Certification documents, including Contract Affidavit, Qualifications statements, and Monitoring Certification Forms and Lead Safe Housing/Fair Housing.

Note: The Detailed Cost Estimate (Form 215), included with the Application, must be completed by the final application deadline for projects selected for underwriting. It is not required as part of this RFP Preliminary Application for funding.

The Summary Cost Estimate Form 212 is required as part of the RFP Preliminary Application for funding.

Appendix A – Basic Eligibility Requirements

Must Meet All Requirements at Time of Application	
<p>Site Control</p> <p>Applicant has site control in the form of a current deed, fee simple ownership, lease (lease term must be equal or greater than the proposed financing term), or a contract of sale.</p> <p>OR</p> <p>An option, purchase, or sales agreement, or lease to be executed within 60 days of submitting the Preliminary Application.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Basic Regulatory Eligibility</p> <p>Applicant must meet the appropriate regulatory requirements for eligibility (e.g., National Objective (Public Benefit) and Eligible Activities for CDBG, HOME and HPTF)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Good Standing</p> <p>Applicant⁹ - and project - are not delinquent on City obligations¹⁰, including income taxes, real estate taxes and water and sewer charges.</p> <p>In the past five years, the applicant has not been a party to chronic housing code violations, excessive tenant complaints, or substantial judgements.</p> <p>Applicant is not barred by US Department of Housing and Urban Development (HUD) or DHCD.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Creditworthiness / District Debts</p> <p>Applicant¹¹ has a satisfactory credit report: No member of the development team acting in the role of sponsor, developer, guarantor, or owner has had chronic past due accounts, substantial liens or judgements, foreclosures or bankruptcies within the past five years; nor has defaulted on any obligation to the District of Columbia within the past ten years.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Readiness to Proceed</p> <p>Applicant must show readiness to begin construction within 9 months of date of DHCD funding award.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Completeness of Application</p> <p>Application must be complete to receive consideration; or it will be rejected.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

⁹ Any member of the development team acting in the role of sponsor, developer, guarantor, owner, or consultant.

¹⁰ For the Applicant, this means any City obligation, whether related to the proposed project or not.
For the project, this means that the project has no tax liens or outstanding water and sewer assessments.

¹¹ Any member of the development team acting in the role of sponsor, developer, guarantor, owner, or consultant.

APPENDIX B - EVALUATION CRITERIA FOR SCORING: THRESHOLD AND RANKING

Applications that do not meet the minimum threshold criteria of 5 points for each category will score 0 points for that category.

Threshold Criteria – 25 points minimum, 45 points maximum; must score at least 5 of 15 points in each major category	
<p>Appropriate Site and Design</p> <p><u>Appropriate Site</u>: proposal must adequately address topography, soil, and grade issues, environmental hazards, zoning requirements, and other special site conditions.</p> <p><i>Scoring Method</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 7 = The applicant has completed a Phase 1 site analysis. The applicant has formulated a satisfactory plan to deal with any issues raised through those studies. The applicant has addressed zoning and historic preservation issues and has received approval from the Board of Zoning Adjustment for necessary changes. <input type="checkbox"/> 5 = Applicant has completed a historical review of property uses and provided a minimal assessment of site and environmental issues (the Environmental Assessment Exhibit of the application). Applicant has identified any issues and budgeted for associated costs. The applicant has identified zoning and historic preservation issues and is scheduled to appear before the Board of Zoning Adjustment. 	15
<p><u>Appropriate Design</u>: proposed project design must blend with the neighborhood, be structurally sound and cost efficient, and meet the needs of the tenants with appropriate amenities.</p>	
<p><i>Scoring Method</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 8 = Applicant has completed schematic designs. The proposal includes site plans, elevations, and floor layouts. For rehab projects, the proposal does not need site plans or elevations but does need existing layouts and proposed layouts. The design is consistent with neighborhood design characteristics. Amenities and units are appropriate for the tenant population. The project offers sufficient parking. The project has a defined and realistic cost summary schedule. (Form 212) <input type="checkbox"/> 5 = Applicant describes project amenities and unit sizes both which are appropriate for the proposed development program and tenant/homeowner population. The project is consistent with neighborhood design characteristics. Parking is adequate. There is a cost summary and schedule. (Form 212) 	
<p>Strong Development Team</p> <p>Development teams demonstrating a stronger record of capacity will receive more points. Note: If the developer has received funding from DHCD, s/he must show successful repayment and compliance history.</p>	15
<p><i>Scoring Method</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 15 = The developer must demonstrate a successful track record in projects of similar size, scale and complexity. The development team includes the appropriate members: architect, 	

° NOTE: The threshold and ranking criteria are applicable for all projects requesting financing. Where appropriate, additional criteria are noted for community/commercial projects.

	development consultant, construction management and/or general contractor, accounting, financial, legal, syndication and property and/or asset management team. Members of the development team must be able to demonstrate and verify a successful performance history in projects of similar type and scale. The development team must also demonstrate the financial capacity to fulfill their respective responsibilities. No members of the development team may have defaulted on any obligation to the District of Columbia within the past 10 years. If the proposed project includes supportive services, a qualified service provider must be a member of the development team.	
	<input type="checkbox"/> 10 = The developer must demonstrate a successful track record in projects of similar size, scale and complexity. Most of the members of the development team are experienced and demonstrate successful performance history and financial capacity in projects of similar size, scale and complexity. No members of the development team may have defaulted on any obligation to the District of Columbia within the past 10 years. If the proposed project includes supportive services, a qualified service provider must be a member of the development team.	
	<input type="checkbox"/> 5 = The members of the development team must demonstrate successful track records in projects of similar size and/or scope. No members of the development team may have defaulted on any obligation to the District of Columbia within the past 10 years. If the proposed project includes supportive services, a qualified service provider must be a member of the development team.	
	Financial Feasibility <i>Scoring Method:</i> <ul style="list-style-type: none"> <input type="checkbox"/> 15 = There is a complete set of financial documents to support the financing request, the application contains a realistic set of sources and uses, proforma and operating budget. (DHCD subsidy should be included in the sources and uses). Letters of commitment from other participating financial sources are included. The uses are appropriate for the project and the requested financing source. <input type="checkbox"/> 10 = There is a complete set of financial documents to support the financing request, the application contains a realistic set of sources and uses, pro forma and operating budget. (DHCD subsidy should be included in the sources and uses). Letters of intent/interest from other participating financial sources are included. The uses are appropriate for the project and the requested financing source. <input type="checkbox"/> 5 = There is a complete set of financial documents to support the financing request, the application contains a realistic set of sources and uses, proforma and operating budget. (DHCD subsidy should be included in the sources and uses). The uses are appropriate for the project and requested funding source. 	15

Economic Opportunity

It is the policy of the District of Columbia government and the Department of Housing and Community Development to provide maximum economic opportunities for District of Columbia businesses and residents whenever the District of Columbia invests public dollars. To foster this policy the Department of Housing and Community Development (DHCD) is utilizing the following scoring points allocation opportunity for those applicants whom provide the maximum economic opportunity for District residents and businesses.

	Economic Opportunity – 25 points (maximum)
	Use of District of Columbia certified Local Small Disadvantaged Business Enterprises (LSDBE).
	The District of Columbia encourages the maximum utilization of District of Columbia certified Local Small Disadvantaged Business Enterprises (LSDBE) in the development and construction of projects where DHCD is investing resources. Sponsors and developers are encouraged to utilize District certified LSDBE's in all phases of the development process. Sponsors and developers may contact Mr. Andre Banks, of the Office of Local Business Development, at (202) 727-3900 for information on District of Columbia certified LSDBE's.

	LSDBE participation in projects
	District of Columbia certified LSDBE in 50 or more percent of all development construction and professional opportunities.
	District of Columbia certified LSDBE's participation in 20 - 49 percent of all available development, construction, and professional opportunities
	District of Columbia certified LSDBE's participation in 1 – 19 percent of all available development, professional and construction opportunities.

	Use of District of Columbia based business
	Consistent with the District of Columbia's policy of providing maximum economic opportunity to District residents and businesses, DHCD will award points during the review process for the maximum utilization of District based businesses in all professional, business, construction, development and based opportunities.
	Use of District of Columbia based certified LSDBE on all available development, construction, and professional opportunities.
	Use of District of Columbia based business in all available development, construction and professional opportunities.

Hiring of District Residents

The District of Columbia encourages the hiring of District residents in all projects that the District of Columbia invests. The applicable federal and local regulations will apply to all DHCD investments.

	Local Hiring
	Sponsors and developers who have a local hiring plan that has been approved by DHCD and have executed a first source agreement with the Department of Employment Services.
	Sponsors and developers who have submitted a local hiring plan to DHCD and DOES.
	Sponsors and developers who have included a local hiring plan with their application.

Applicants must include all appropriate documentation demonstrating their justification for points under this section.

Ranking Criteria – 80 points maximum	
<p>Efficient Use of Public Resources</p> <p>DHCD's per-unit subsidy is minimized.</p> <p>Scoring Method: Scoring is based only on DHCD-assisted units in the project, and projects will be assessed relative to each other. Subsidy per unit is determined by dividing the DHCD investment by the DHCD assisted units.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 8 = \$5,000 - \$10,000 per unit of subsidy <input type="checkbox"/> 6 = \$10,001 - \$25,000 per unit <input type="checkbox"/> 3 = \$25,001 - \$40,000 per unit <input type="checkbox"/> 1 = \$40,001- \$50,000 per unit <input type="checkbox"/> 0 = Over \$50,000 per unit <p><i>NOTE: This is not applicable to community and commercial facilities.</i></p>	8
<p>Leveraging</p> <p>Private and or public non-DHCD funds as a percentage of total sources are maximized. DHCD is required to leverage its investment in projects.</p> <p>Scoring Method: Scoring is based on DHCD- investment in a project. The leveraging formula will deduct the total DHCD investment from the total development cost and divide the total DHCD investment by the remaining total development cost.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 8 = Leverage ratio of 5 or greater <input type="checkbox"/> 5 = Leverage ratio of 3-4.99 <input type="checkbox"/> 2 = Leverage ratio of 2-2.99 = Leverage ratio of 5 or greater <input type="checkbox"/> 1 = Leverage ratio of 1-1.99 	8
<p>Coordination with DCHFA and/or DCHA or other District Agencies</p> <p>DHCD will award 4 points under this criterion for projects that combine resources (subsidy funding, financial investment, land, real property, etc.) from DHCD and the D.C. Housing Finance Agency and/or the D.C. Housing Authority or other District agencies.</p>	4

Ranking Criteria – 80 points maximum	
<p>Income Targeting</p> <p>Projects offering more units for lower-income households will receive more points. Project income limits must first meet the minimum funding source requirements. Scoring is based on total units subsidized/units in the project - by multiplying the unit value by the percentage of units scoring that unit value:</p> <p><u>Unit Value</u></p> <ul style="list-style-type: none"> ❑ 9 = Units @ 30% of AMI ❑ 7 = Units @ 50% of AMI ❑ 6 = Units @ 60% of AMI ❑ 4 = Units @ 80% of AMI ❑ 3 = Units @ 81 – 100% of AMI (for mixed-income projects) ❑ 2 = Units @ > 100% of AMI (for mixed-income projects) <p>Sample scoring:</p> <ul style="list-style-type: none"> • A building that is 100% affordable to families at 30% of AMI receives 9 points (100% x 9). • A building that is 50% affordable to families at 30% of AMI and 50% affordable to families at 80% of AMI receives 6.5 points (50% x 9 + 50% x 4). • A building that is 40% affordable to families at 60% of AMI and 60% affordable to families at 110% of AMI receives 3.6 points (40% x 6 + 60% x 2). <p>NOTE: Fractional points will be awarded.</p>	<p>9</p>
<p>*For community and/or commercial facilities the following applies:</p> <p>Income targeting – Define the target population that the proposed project will serve. Scoring is based on projects that provide services to residents in various income ranges.</p> <ul style="list-style-type: none"> a) 30 – 50 percent of area median 9 points 51 – 80 percent of area median 5 points 81 – 100 percent of area median 3 points b) Fractional point will be awarded for projects that serve multiple income groups. The points will be determined by the percentage of the target populations served x the points allowed – i.e. 30% served of 30% AMI = .3 x 9 = 3 points 70% served x 100% AMI = .7 x 3 = 2.1 points/Total points = 5.1 points 	

Ranking Criteria – 80 points maximum	
<p>Retention</p> <ul style="list-style-type: none"> <input type="checkbox"/> 9 = Affordability for 31-40 years <input type="checkbox"/> 7 = Affordability for 21-30 years <input type="checkbox"/> 5 = Affordability for 11-20 years <input type="checkbox"/> 3 = Affordability for 5-10 years <p>Applicant should be aware that HOME and HPTF carry statutory minimum retention periods.</p> <p>For community and/or commercial facilities the length of time that the proposed use is committed will be substituted here.</p>	9
<p>Geographic Targeting</p> <p>Projects in designated investment areas that fulfill a recognized planning goal and are consistent with defined or published plans will receive the points under this criterion.</p> <p><i>Scoring Method:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 9 = A project within one of the strategic neighborhood investment areas or NRSAs, is consistent with defined and/or published documentation, meets a defined community priority, and has documented community support. <input type="checkbox"/> 3 = A project within an Enterprise Community or Zone is consistent with defined and/or published documentation, meets a defined community priority and has documented community support. 	9
<p>Community Impact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Neighborhood Safety: (e.g., redevelopment of abandoned buildings) <input type="checkbox"/> Good Environment for Schools: (e.g., redevelopment of blight near schools) <input type="checkbox"/> Capacity Building: partnerships w/ local organizations/ LSDBE businesses. <input type="checkbox"/> Economic Opportunity: meaningful involvement (training and jobs) of at-risk youth and single parents; LSDBE businesses. <p><i>Scoring Method:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 = Project addresses all four needs above. <input type="checkbox"/> 3 = Project addresses three or more needs above. <input type="checkbox"/> 2 = Project addresses two needs above. <input type="checkbox"/> 1 = Project addresses one need above. 	3
<p>Preservation of Housing w/expiring Section 8</p> <ul style="list-style-type: none"> <input type="checkbox"/> 6 = Projects that preserve housing with expiring Section 8. <p><i>*This is not applicable to community and commercial projects.</i></p>	5

Applicants with non-profits having a significant role in the project – (developer, partner, manager/project management, etc.) will receive 5 extra bonus points.